

Dalton Gardens City Council Meeting
Thursday, August 2, 2018, 6:00 p.m. @ City Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. ACTION ITEM - CONSENT CALENDAR APPROVAL

- A. Minutes of the Regular Meeting July 12, 2018, Special Meetings of July 18, 2018 and July 23, 2018
- B. Financial Statement from July 1, 2018, to July 31, 2018 and the claims so listed.

2. PUBLIC COMMENT

Each speaker will be allowed a maximum of three minutes to address the City Council on matters that relate to City government business. Comments related to future public hearings should be held for that public hearing. Please be advised that the City Council can only take official action this evening for those items already listed on the agenda.

3. ACTION ITEM – REQUEST FOR RECONSIDERATION ON STREETER PROPERTY

4. ACTION ITEM – APPROVAL TO USE ENHANCED SERVICES BUDGETED MONEY TO PURCHASE RADAR FEEDBACK SIGNS

5. ACTION ITEM – APPOINTMENT OF BUILDING OFFICIAL FOR PURPOSE OF BUILDING CODE

6. ACTION ITEM – APPROVAL OF THREE YEAR SERVICE & LICENSE AGREEMENT WITH GOVOFFICE FOR WEBSITE

7. ACTION ITEM – TENTATIVE APPROVAL OF THE 2018-2019 FISCAL YEAR BUDGET

COUNCIL REPORTS:

CITY CLERK:

CITY ATTORNEY REPORT:

CITY ENGINEER REPORT:

PLANNING CONSULTANT REPORT:

CODE ENFORCEMENT REPORT:

BUILDING INSPECTOR REPORT:

ACTION ITEM - ADJOURN

City Hall is ADA accessible. If special accommodations are needed for the disabled, please notify the City Clerk forty-eight hours in advance of the public hearing.

**MINUTES OF THE REGULAR MEETING OF THE
CITY OF DALTON GARDENS JULY 12, 2018
CITY HALL 6:00 PM**

Meeting was called to order by Mayor Roberge.

Mayor Roberge led the pledge.

ROLL CALL:

Present were: Councilmembers Jordan, Smith and Myers. Councilmember Lundy was absent. Also present were Attorney Ken Jacobsen, Rand Wichman, City Planner, Will Herrington, Attorney and Valerie Anderson, City Clerk.

CONSENT CALENDAR: ACTION ITEM

Minutes of the Regular Meeting June 7, 2018 and the Financial Statement from June 1, 2018 to June 30, 2018 and the claims so listed.

Councilmember Smith made a motion to approve the June Minutes and consent calendar as listed on the agenda. Councilmember Jordan seconded the motion. Motion carried.

APPROVAL OF RESOLUTION 2018-04 DESIGNATING RECORDS CUSTODIAN AND ALTERNATE FOR THE CITY OF DALTON GARDENS – ACTION ITEM

Councilmember Myers made a motion to adopt Resolution 2018-04 designating records custodian and alternate for the City of Dalton Gardens. Councilmember Smith seconded the motion. Roll call vote: Councilmember Jordan - yes, Councilmember Myers – yes, Councilmember Smith – yes. Motion carried.

SEWER MANAGEMENT PLAN AGREEMENT (SMPA) DISCUSSION: ATTORNEY JACOBSEN AND JIM KIMBALL

Attorney Ken Jacobsen presented an explanation of the Sewer Management Plan Agreement which the City of Dalton Gardens has with Parhandle Health District. This authorizes PHD to regulate the septic tanks over the aquifer in Dalton, Kootenai County and other surrounding areas. The SMPA has been in effect since about 1978 and is to limit the density of septic systems to no more than one per acre. The five acre tracts are broke down into one acre plats in Dalton. The commercial district is monitored and the parcels are slowly coming off of septic on to City of CDA sewer. The city is required to monitor the residential district to insure that septic tanks are pumped every five years. Mr. Jacobsen read a statement from a representative of PHD stating that the Streeter issue appears to involve a five acre parcel which will be and has been divided into 4 parcels of one acre in size.

Jim Kimball, a resident of Dalton Gardens who's property is next to the Streeter property. He is a past supervisor for the State of Idaho and has worked with the Rathdrum Prairie Aquifer. He is concerned about the density of the septic systems to the aquifer. Councilmember Myers explained that Dalton Gardens is about 2.5 square mile which includes 1055 acres in the city. We are putting sewer in the commercial district and when they are all hooked up that will reduce our septic systems by about 80 to 100 septic tanks. There are not many buildable sites in Dalton at the present time. Currently the Water Association has 1018 water services in Dalton. We track and send out notices for 1074 properties for pumping of septic tanks, so there is room for additional septic tanks in Dalton. We have an ongoing list of offenders who refuse to pump their septic tank.

PUBLIC COMMENT PERIOD

Mayor Roberge thanked everyone for attending the meeting and took the opportunity to answer claims that have been circulating about the city council decision on the Streeter property. A recent handout distributed throughout Dalton Gardens stated that after the decision the city would “not be able to turn

down any future requests” for home on parcels that lack 110 foot of frontage. Council conducted a review of all parcels in Dalton Gardens to determine if any other acreage had been divided prior to the 1975 ordinance and found only 1 – 1.2 acre parcel that might fit within this category. This decision could apply to land only with similar circumstances, would not be automatic and will not allow rampant growth with the city. The handout also stated that the decision would put Dalton “at risk of being required to have sewers and would cost our residents tens of thousands of dollars” each. Our prior discussion concerning the sewage management agreement and confirmation from the Panhandle Health District that we are not at risk as well as the lack of parcels that would be eligible for building confirms that the city will not have to add sewer to Dalton Gardens because of this decision. The council was accused of making the decision “behind closed doors without any public notice or input.” The Streeter case had been in litigation for over 2 years. Issues that are in litigation are by law able to be discussed in executive session to protect the city’s interests. Throughout the litigation we kept the neighbors around the land informed where possible, but since they were not parties to the lawsuit there was some information that could not be divulged. On 5/15/18, I emailed Mr. Crandall informing him that the council was scheduling an executive session on Wednesday, May 30th, 2018 to discuss the status of the lawsuit. This meeting was posted at city hall on Thursday, May 24th, 6 days prior to the meeting. The law requires that a meeting is posted at 48 hours before a meeting of the council. The meeting was also posted on the website. The posting included an action item that stated: Streeter vs Dalton Gardens: Consider options to resolve. The Streeter’s had approached the city and proposed a compromise to eliminate a back acre, pay for their own attorney fees and drop all other claims against the city to settle the suit. This information was not able to be conveyed to anyone other than council due to the pending lawsuit. Council discussed this offer in executive session and then came out into the council chambers and deliberated in a meeting that had been posted well in advance and which was open to the public. The minutes of the 5/30/2018 executive session and council decision were placed online with the council agenda several days prior to the 6/7/18 council meeting were reviewed and approved by council at that meeting which was open to the public. Throughout this process every council meeting was posted as required by law and no decision was made behind closed doors as claimed. Council made this decision with the interest of all Dalton Gardens residents in mind. We had already spent over \$30,000 in attorney fees. If the city had lost the case the citizens of Dalton Gardens would have been exposed to paying for attorney fees, damages and/or continuing litigation that could have amounted to tens or hundreds of thousands of dollars. The council took into consideration the property rights of all landowners as well as the spending of taxpayer’s money in a fiscally responsible manner. The Streeter decision will not allow rampant growth within the city and will not force the city to add a sewer system. The council remains committed to requiring 110 feet of frontage to build in Dalton Gardens as well as keeping sewer out of the residential district.

Mayor Roberge opened the public comment period to the public.

Jeff Crandall – 1764 E. Wilbur Ave. – He stated that he is representing a number of citizens in Dalton who are opposed to the decision on the Streeter Case. His concern is in the issuance of the Non-Conforming Use Certificates, on interior lots which do not have 110 foot of frontage on a dedicated street. They believe that the city has exceeded the authority under the non-conforming use which would allow for interior lots that would not have the street frontage under the zoning ordinance. The non-conforming use is also known as grandfathering. The non-conforming lot must first be a lot that was not in conformity under a zoning ordinance, and must meet specific standards of non-conforming use which include lot area. The Streeter lots were not in conformity with any existing zoning ordinance. They attempted to subdivide the property in 1975 to get ahead of the zoning ordinance #52 which was on the table which would have required every lot in Dalton Gardens to have 110’ of frontage. The method chose was to quick claim four one acre parcels to each of the children. The statute which was in ordinance #52 states that in order for a lot to be grandfathered in to the ordinance and be required to have a street frontage it had to be first created and recorded prior to the effective date of the ordinance. The deeds were created on those lots, but the lots for those deeds were not recorded until a year after the enactment of the ordinance.

So they did not comply with the ordinance #52. He stated that ordinance #52 is a valid ordinance on the books. The Supreme Court action supports the statement of which Ordinance #52 is an ordinance. The lots must be in conformity with the ordinance at some time and the lots were in conformity. Ordinance #52 is valid and the Streeter's did not comply with the ordinance. The plat map was not filed which was required under state law. He is requesting that the City rescind the non-conforming due to the fact that a non-conforming lot must either be too narrow, shallow or not an acre. Also the tax assessments for the property have not been paid properly in the past years. He also stated that the city has had a lack of transparency on the issue and are going to side with one family. Currently the Streeter's have a potential to develop 4 lots, or 3 lots as proposed or 2 lots. He is recommending that the City rescind the non-conforming use certificates.

Ray Craft – 931 E. Wilbur Ave. – He stated that he a member of the traffic committee and that he has been concerned about the speeding traffic in Dalton. He expressed his concern to the problem to add more stop signs at all intersection on Wilbur and also to not have roundabout's on 4th Street. He also stated that the citizens he has spoken to on the budget they are not in favor of art in the city.

Rob Reagan – 6040 N. 17th Street – The SMPA is important and it has to do with density not road frontage. He is in favor the Streeter case and the SMPA should not have anything to do with the case.

Robert Wuest – 7776 N. Mt. Carrol – He stated that he was representing the Dalton Water Association and reported that the chlorine and nitrate levels in the city water are very low and that he sees no risk with the health of the water in Dalton. As long as we follow the SMPA the city should be good on the water.

Susan Supp – 7024 N. 16th Street – She stated that she was not informed of the Streeter Development as she didn't receive any notice due to her property being within the 300' radius of the property in question. She stated that any variance, short subdivision or lot line adjustment need to have notice sent to property owners prior. The property should only have three homes on the parcel.

Jerry Streeter – 7663 N. Valley Street – He stated that he is in charge of putting the estate together for the Streeter family. The 5 acre lots were platted many years ago and now they are working to do 4 lots on the 5 acre plat. The option of 3 lots would also be something to look at on this deal with the lots in the back.

Ron Streeter – 5815 N. 4th Street – He stated he has two acres on 4th Street. He stated that people rent a part of the pasture on 16th Street. It is important to the Streeter's to live on the property that they want to come home to.

Julie Crandall – 1764 E. Wilbur Ave. – She addressed the fact that the lots are not grandfathered lots and are not legal lots. They are unbuildable lots in Dalton Gardens.

Lila Tatum – 7080 Valley Street – She stated that the city needs to enforce the ordinances that are on the books and not let people get away with things in Dalton.

Martin Lanphier – 5711 N. 15th Street – He stated that the city needs to set precedence on the property values in Dalton Gardens.

Vernon Church – 7351 Mt. Carrol – He stated that he believes the city has made an error on the side of the Streeter's to take action and that the city needs to follow the 110' of frontage and the 1 acre requirement. We need to follow the Comprehensive Plan.

Public comment period was closed.

Staff Report – Will Herrington, Attorney for the City of Dalton Gardens – He stated that he has been an attorney for 43 years and has defended many cases. We are dealing with five lots that were created in 1975. The Streeter's divided knowing that there was an ordinance which was going to take effect. The deeds were recorded in 1975 and the ordinance became effective in 1976. Mr. Crandall said that the non-passage of the ordinance was not challenged for four years. The creation of the five lots was not challenged for forty three years. We have been in court for over a year on the matter. Months ago we moved to dismiss the case because the argument was appealed under the local planning act. The judge said the case should be mediated and the Streeter's claims have some value and the City position has some legal standing. He said the equity in the case favored the Streeter's and the law favored the city. We are dealing with 4 lots and the council was concerned with the case dragging on for several years. Powers of the council is to interpret ordinances and to settle litigation.

COUNCIL REPORTS:

Councilmember Smith reported that sand has been put down at the arena warm pen, the round-about has been redone with fertilizer and trimming of bushes. On July 17 the park and arena will be sprayed for weeds and on the 25th of July bark will be put in the flower beds at the park. The arena lower parking lot will be redone by Quality Maintenance for a cost of \$3875. There will be a volunteer picnic meeting on July 19th @ City Hall at 9:30.

Councilmember Myers reported on the progress of the Government Way project. Phase 1 on the west side is complete and the traffic will be switched to be able to start on the east side of the road. The east side will involve the sewer, storm water drains and sidewalks.

Councilmember Jordan reported that 90% of the signs have been put up in the City. Chip seal will begin on July 30th and 31st in Dalton. We have accepted a bid for striping, bike symbols and crosswalk painting to be done in August. We also received a bid for tree trimming on streets between Dalton Ave and Hanley. New bike lanes will be installed on Deerhaven, Aqua to 4th Street, Colfax, Wilbur to Prairie, Valley Canfield to Prairie, Wilbur from Government Way to Valley.

City Clerk Anderson reported that the next budget workshop will be held on July 23rd @ 5:00 PM in City Hall. The Public Hearing for the budget will be held on August 23th, 2018 @ 5:00 PM. The quarterly treasurer's reports and quarterly payroll reports are completed. We are working on building permits, business licensing and several Planning & Zoning issues.

Attorney Jacobsen reported that he has been working on several things with the City Planner. He is also working with the Fire Hydrant Agreement which is being worked on with the Dalton Water Association and the City of Dalton Gardens.

City Engineer – No Report
Code Enforcement – Report submitted
City Planner – Report submitted.
Building Inspector – No Report

ADJOURN - Councilmember Jordan made a motion to adjourn the meeting. Councilmember Smith seconded the motion. Motion carried.

Steve Roberge, Mayor

Valerie S. Anderson, Clerk

**Dalton Gardens City Council Special Meeting
Wednesday, July 18, 2018, 5:00 p.m. @ City Hall**

CALL TO ORDER by Mayor Roberge

ROLL CALL: Councilmember Jordan, Lundy, Myers and Smith. Also Present were Will Herrington, Attorney, Rand Wichman, City Planner and Valerie Anderson, City Clerk.

ACTION ITEM - EXECUTIVE SESSION

Councilmember Myers made a motion to go into Executive Session at 5:03 PM pursuant to Idaho Code Section 74-206(l)(f), the council may vote to go into executive session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation. Councilmember Jordan seconded the motion. Motion carried.

Councilmember Myers made a motion to come out of Executive Session at 6:22 PM. Councilmember Smith seconded the motion. Motion carried.

Mayor Roberge stated in Executive Session council discussed the potential litigation and no decisions were made and no discussion will be held at this time.

ADJOURN - Councilmember Jordan made a motion to adjourn the meeting. Councilmember Smith seconded the motion. Motion carried.

Steve Roberge, Mayor

Valerie S. Anderson

**Dalton Gardens City Council Special Meeting
Monday, July 23, 2018, 5:00 p.m. @ City Hall**

CALL TO ORDER by Mayor Roberge

ROLL CALL: Councilmember Jordan, Lundy, Myers and Smith. Valerie Anderson, City Clerk.

ACTION ITEM -EXECUTIVE SESSION

Councilmember Lundy made a motion to go into Executive Session at 5:10 PM pursuant to Idaho Code Code 67-2345 – (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

Councilmember Myers seconded the motion. Motion carried.

Councilmember Myers made a motion to come out of Executive Session at 6:14 PM. Councilmember Smith seconded the motion. Motion carried.

Mayor Roberge stated in Executive Session council discussed personnel payroll compensation for employees.

ADJOURN - Councilmember Jordan made a motion to adjourn the meeting. Councilmember Smith seconded the motion. Motion carried.

Steve Roberge, Mayor

Valerie S. Anderson

**CITY OF DALTON GARDENS
Unpaid Bills Detail**

10:24 AM
07/31/18

Type	Date	Memo	Due Date	Account	Open Balance
AIC					
Bill	07/16/2018		07/31/2018	2000 · *Accounts Payable	-45.00
Bill	07/16/2018	2018 Membership Dues	07/31/2018	419-048 · DUES & SUBSCRIPTIONS	45.00
Total AIC					0.00
Alpine Barkblowing & Hydro-seeding					
Bill	07/31/2018		07/31/2018	2000 · *Accounts Payable	-2,000.00
Bill	07/31/2018	Bark Plowing for City Park	07/31/2018	438-042 · PARK MAINT-Contracted	2,000.00
Total Alpine Barkblowing & Hydro-seeding					0.00
American On-Site Services					
Bill	07/10/2018		07/31/2018	2000 · *Accounts Payable	-55.99
Bill	07/10/2018	portable restroom at Arena	07/31/2018	438-042 · PARK MAINT-Contracted	55.99
Total American On-Site Services					0.00
Avista Utilities					
Bill	07/16/2018	1423430,1423431,1426229,290125122	07/31/2018	2000 · *Accounts Payable	-265.23
Bill	07/16/2018	1423430 City Hall	07/31/2018	419-852 · BLDG & GROUNDS UTILITIES	130.11
Bill	07/16/2018	1426229 Arena	07/31/2018	419-852 · BLDG & GROUNDS UTILITIES	35.84
Bill	07/16/2018	1423431 shop	07/31/2018	419-852 · BLDG & GROUNDS UTILITIES	67.34
Bill	07/16/2018	light at roundabout	07/31/2018	431-035 · STREET SIGNAL LIGHTS	31.94
Total Avista Utilities					0.00
Dexco Convenience Stop					
Bill	07/30/2018		07/31/2018	2000 · *Accounts Payable	-70.57
Bill	07/30/2018	Fuel for Truck	07/31/2018	431-335 · FUEL AND LUBRICANTS	70.57
Total Dexco Convenience Stop					0.00
Helena Chemical Company					
Bill	07/16/2018	169517605	07/31/2018	2000 · *Accounts Payable	-368.00
Bill	07/16/2018	product to spray right of ways	07/31/2018	431-363 · STREET MAINTENANCE PURCHA...	368.00
Total Helena Chemical Company					0.00
Herrington & Associates, PLLC					
Bill	07/10/2018		07/31/2018	2000 · *Accounts Payable	-4,864.00
Bill	07/10/2018	Attorney Fees for Streeter Case - June & ...	07/31/2018	419-042 · PROFESSIONAL SERVICES	4,864.00
Total Herrington & Associates, PLLC					0.00
Intermountain Sign & Safety					
Bill	07/30/2018	Inv. 9152	07/31/2018	2000 · *Accounts Payable	-140.00
Bill	07/30/2018	Signs, Schoo Signs,	07/31/2018	431-361 · STREET EQUIPMENT MAINTENAN...	140.00
Total Intermountain Sign & Safety					0.00
Kelley Imaging Systems					

Type	Date	Memo	Due Date	Account	Open Balance
Bill	07/30/2018	Account No. TBS0067	07/31/2018	2000 · *Accounts Payable	-127.31
Bill	07/30/2018	Three Month Copy Machine Fee	07/31/2018	415-058 · OFFICE MAINTENANCE	127.31
Total Kelley Imaging Systems					0.00
Kootenai County Clerk					
Bill	07/10/2018	prosecution FY 2018	07/31/2018	2000 · *Accounts Payable	-145.00
Bill	07/10/2018	July contractual for prosecution	07/31/2018	421-042 · PROSECUTING ATTORNEY	145.00
Total Kootenai County Clerk					0.00
Kootenai County Fire & Rescue					
Bill	07/16/2018	Contract for bldg inspections	07/31/2018	2000 · *Accounts Payable	-2,540.00
Bill	07/16/2018	June 2018	07/31/2018	424-010 · BUILDING INSPECTOR SERVICES	2,540.00
Total Kootenai County Fire & Rescue					0.00
Kootenai County Sheriff's Dept					
Bill	07/10/2018	Enhancement Patrol 2018	07/31/2018	2000 · *Accounts Payable	-216.12
Bill	07/10/2018	Enhancement Patrol June 2018	07/31/2018	421-001 · Special Law Enforcement Exp	216.12
Total Kootenai County Sheriff's Dept					0.00
Kootenai Title					
Bill	07/16/2018	Invoice # 2018-101	07/31/2018	2000 · *Accounts Payable	-450.00
Bill	07/16/2018	Title Search for Streeter Case	07/31/2018	415-031 · OFFICE SUPPLIES & POSTAGE	450.00
Total Kootenai Title					0.00
LexisNexis Matthew Bender					
Bill	07/16/2018	6399183001	07/31/2018	2000 · *Accounts Payable	-550.50
Bill	07/16/2018	Idaho Code supplement book	07/31/2018	419-048 · DUES & SUBSCRIPTIONS	550.50
Total LexisNexis Matthew Bender					0.00
Mark Durant					
Bill	07/30/2018		07/31/2018	2000 · *Accounts Payable	-2,180.00
Bill	07/30/2018	54.5 Hours of Code Enforcement for July ...	07/31/2018	421-010 · CODE ENFORCE-SALARY	2,180.00
Total Mark Durant					0.00
MPH Industries					
Bill	07/30/2018	Invoice # 6005076	07/31/2018	2000 · *Accounts Payable	-664.10
Bill	07/30/2018	Radar parts and cable	07/31/2018	431-361 · STREET EQUIPMENT MAINTENAN...	664.10
Total MPH Industries					0.00
Multi Systems Technologies, Inc.					
Bill	07/10/2018	12423	07/31/2018	2000 · *Accounts Payable	-1,955.00
Bill	07/10/2018	Computer NAS Server Data storage syste...	07/31/2018	415-074 · SOFTWARE PURCHASE & IT SER...	1,955.00

Type	Date	Memo	Due Date	Account	Open Balance
Total Multi Systems Technologies, Inc.					
Rand Wichman Planning LLC					
Bill	07/30/2018	Invoices 1557	07/31/2018	2000 · *Accounts Payable	-6,215.00
Bill	07/30/2018	Planning for July 2018	07/31/2018	417-045 · PLANNING CONSULTANT	6,215.00
Total Rand Wichman Planning LLC					
Regency BlueShield of Idaho					
Bill	07/23/2018	Group # 60008333	07/31/2018	2000 · *Accounts Payable	-2,893.91
Bill	07/23/2018	Health Ins July 2018	07/31/2018	415-046 · EMP HEALTH INSURANCE	2,430.57
Bill	07/23/2018	Employee share	07/31/2018	1-217.5 · Health Insurance	463.34
Total Regency BlueShield of Idaho					
Sacco De Campos Landscape Maintenance LLC					
Bill	07/10/2018	Invoice #1099, 1112	07/31/2018	2000 · *Accounts Payable	-6,583.42
Bill	07/10/2018	Labor on Park Contract July	07/31/2018	438-042 · PARK MAINT-Contracted	6,583.42
Total Sacco De Campos Landscape Maintenance LLC					
Sun Valley Tree Service					
Bill	07/10/2018		07/31/2018	2000 · *Accounts Payable	-400.00
Bill	07/10/2018	Emergency Tree Trim on tree @ Mt. Carro...	07/31/2018	431-363 · STREET MAINTENANCE PURCHA...	400.00
Total Sun Valley Tree Service					
The Sweep					
Bill	07/10/2018	Invoice 25473	07/31/2018	2000 · *Accounts Payable	-380.00
Bill	07/10/2018	sweep bike paths June & July	07/31/2018	431-363 · STREET MAINTENANCE PURCHA...	380.00
Total The Sweep					
Time Warner Cable					
Bill	07/23/2018	8448 61 004 0122664	07/31/2018	2000 · *Accounts Payable	-169.96
Bill	07/23/2018	Telephone & Internet August	07/31/2018	415-051 · TELEPHONE	169.96
Total Time Warner Cable					
U.S. Postal Service					
Bill	07/26/2018		07/31/2018	2000 · *Accounts Payable	-600.00
Bill	07/26/2018	Postcard stamps for picnic mailing	07/31/2018	438-056 · ANNUAL PICNIC	500.00
Bill	07/26/2018	stamps for office use	07/31/2018	415-031 · OFFICE SUPPLIES & POSTAGE	100.00
Total U.S. Postal Service					
US Bank, Credit Card					
Bill	07/10/2018		07/31/2018	2000 · *Accounts Payable	-44.65
Bill	07/10/2018	Supplies for Signs	07/31/2018	431-361 · STREET EQUIPMENT MAINTENAN...	26.33
Bill	07/10/2018	Grass Seed for Park	07/31/2018	438-032 · PARK MAINTENANCE SUPPLIES	18.32

Type	Date	Memo	Due Date	Account	Open Balance
Total US Bank, Credit Card					
					0.00
Vanguard Cleaning Systems of the Inland N					
Bill	07/10/2018	78604	07/31/2018	2000 *Accounts Payable	-220.00
Bill	07/10/2018	City Hall Cleaning and outside restroom J...	07/31/2018	419-860 · BLDG & GROUNDS MAINTENANCE	220.00
Total Vanguard Cleaning Systems of the Inland N					
					0.00
Welch Comer & Associates, Inc.					
Bill	07/10/2018	41129201-008	07/31/2018	2000 *Accounts Payable	-950.00
Bill	07/10/2018	General Engineering for June 2018	07/31/2018	431-003 · ROADS-ENG PLANS & SERVICES	950.00
Total Welch Comer & Associates, Inc.					
					0.00
TOTAL					
					0.00

This Report represents all invoices submitted with the month and processed for payment. I have reviewed this report as well as the invoices. The following Councilmembers have reviewed this report.

_____ D. Lundy

_____ J. Myers

_____ J. Smith

_____ S. Jordan

Date _____

Steve Roberge, Mayor

GOV OFFICE

Multi-Year Service & License Agreement

City of Dalton Gardens, Idaho

July 18, 2018

City of Dalton Gardens
6360 North Fourth Street
Dalton Gardens, ID 83815

Key Contact:
Denise Lundy
Council Member
Phone: 208-772-3698
dlundy@daltongardens.com
www.DaltonGardens.com

GovOffice Web Solutions, a Division of Avenet LLC
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
Phone: 612-617-5700
Fax: 612-617-5701

Avenet LLC Federal Tax ID: 41-1940025
avenet.net
govoffice.com
help.govoffice.com

Terms & Conditions

This Agreement, dated July 18, 2018 ("Effective Date"), is by and between Avenet LLC, d/b/a GovOffice ("GovOffice") and the City of Dalton Gardens, Idaho ("Client"). The term of this Agreement begins on the Effective Date and may renew the Agreement per the Agreement Renewal terms below.

GovOffice Deliverables

1. GovOffice will deploy a website for Client that includes all functionality and services as defined in Exhibit A--GovOffice Project Deliverables, attached hereto.

Additional Services

2. Client may contract at any time with GovOffice for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. GovOffice will separately invoice Client for the additional services. Services or Modules that incur additional usage fees may be purchased and activated at any time.

Billing & Payment Terms

3. Upon execution of this agreement, GovOffice will provide an invoice for **first year fees of \$2,440**, which will be due within 30 days of receipt. Design and/or content services begin upon receipt of initial payment.
4. **Year 2 and Year 3 Annual Fees of \$2,660** for GovOffice services as described in Exhibit A are invoiced prior to the next year of service and are due within 30 days or upon the annual anniversary date, whichever is later.
5. After site launch, if the Client's account exceeds 90 days past due, Support, Maintenance & Hosting may be discontinued until the Client's account is made current. Client will be given 30 day notice prior to discontinuation of services for non-payment.

Agreement Renewal

- 6. Client may renew this agreement for an additional 3 year period at the same rate as quoted herein per year and is eligible to receive the same or comparable level of design and services as specified in Exhibit A. Or, after expiration of this 3-year agreement, client may instead convert to annual billing for the GovOffice annual service package at the then current rate.
- 7. Either party may terminate the Annual Support, Maintenance & Hosting Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date.
- 8. In the event that neither party gives 60 day notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. GovOffice agrees to provide 1 renewal with the same level of services and the same contract term of 3 years at the same rate and payment schedule as this agreement, including a site redesign at the same or comparable level of service as that described in Exhibit A.
- 9. Client may terminate this agreement prior to the completed three (3) year term by providing written notice to GovOffice and by providing full payment for the entire remaining balance of the total fee of this agreement within 30 days of termination.

Additional Terms & Conditions

- 10. Client is subscribing to and licensing the GovOffice Content Management System (CMS) to construct, manage and maintain its website and related online services and agrees to the further Terms & Conditions as published at www.govoffice.com/terms.
- 11. GovOffice strives to complete all activities surrounding a Client's implementation (online training, custom graphic Web design, etc.) as efficiently as possible, but we do not guarantee the deployment (*go-live*) of the website by or on any date.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

By Steve Rehberg Client Date 7/23/18

By _____ GovOffice Date _____

Instructions

Sign and return soft copy/PDF of entire document to ross@govoffice.com and mail two (2) signed originals to the GovOffice corporate office address with your initial payment (see Page 1 for address). GovOffice will email a counter-signed copy of the contract back to you, and, upon receipt of two signed originals, we will counter-sign and return one copy for your files.

Exhibit A: GovOffice Project Deliverables

COST SUMMARY		
Comprehensive Budget With Annual Hosting Fee		
Year 1 Payment = \$2,440	Year 2 Payment = \$2,660	Year 3 Payment = \$2,660
Total of All Three Payments = \$7,760		

License of GovOffice 3.3 Content Management System (CMS)

License of GovOffice CMS includes an online training session for staff with the Training & Technical Support Team and the following features:

- Ability to limit access and administrative permissions to each user on the system
- Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
- Live Site feature allows users to switch between the live and administrative Web sites within one browser window
- Data storage tracker to help manage your load of Web content
- Audit log that shows editing activity of all administrative users
- Flexibility to name and order all navigation menu buttons
- Import, type, and format text
- Create unlimited friendly page titles/URLs
- Create unlimited number of links to internal pages and external Web sites
- Upload, resize, position, and caption photos
- Online forms for questions, comments, and requests to be contacted by staff
- Post audio and video files
- Upload and name documents, such as Agendas & Minutes and newsletters
- Schedule of events, including recurring events, within a true calendar display
- Online opinion polls with controlled responses and option to display the results
- Image gallery to create a Community Photo Album; includes slideshow capability
- Ability to add, turn on & off, and remove sidebars from all pages
- Directory, including contact information and photos, of Elected Officials and staff
- Post news stories with a pre-set release date for automatic display on the live Web site
- Display job listings with post & deadline dates and post the employment application
- List Frequently Asked Questions by department or the entire organization
- Related links to associated Web sites without posting long URLs
- Directory of local attractions and links to an online map
- Site Map for added ease by site visitors in locating a desired section of the Web site
- Last Edit stamp that shows the date on which any Web page was last updated
- Printer-Friendly option and some flexibility in the placement of the prompt
- Search engine that also searches keywords within uploaded documents
- Option for advanced users to switch to HTML mode for editing
- Intranet capability for staff only areas of the Web site; accessed only by username and password
- Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office
- RSS feeds in from other news-related Web sites

Service & Maintenance

- Unlimited bandwidth & Website hosting up to 2 GB of uploads,
- Unlimited toll-free technical support for staff,
- Online training/ re-training of Content Management System (CMS) software for staff,
- Daily backups of stored Website content and design files,
- Maintenance of Web servers and their installed security systems,
- Unlimited regular administrative users and Superusers,
- Secure SSL (Secure Sockets Layer) administrative website,
- Upgrades of GovOffice Content Management System

Progress Responsive Design Package includes:

- Image Slider, up to 5 images, either client provided or selected from a GO photo board
- Display of logo, city name and slogan
- Advanced color scheme and font selection to complement city's branding
- Horizontal navigation on left, right or center
- Local weather integration, date and time
- Standard Filmstrip with up to 10 icons
- Standard Notifications
- Standard boxes
- Advanced Footer
- Social Media icons for Facebook, Twitter, Instagram, Pinterest and YouTube
- Mobile Touch Icon
- Favicon
- Analysis & Restructure (to 200 pages)
- Homepage Setup Package

Key Design Features Include

Image Slider

The Auto Image Slider will be programmed to appear on the homepage of the Responsive design only. The Auto Image Slider will support up to 5 images uploaded by the Client on its administrative website, and any of these images may be swapped for another image by the Client at any time.

Enhanced Film Strip

The Enhanced Film Strip will be graphically styled for color and programmed to appear on the homepage of the Responsive design only. It includes development of up to 10 Quick Links Icons. Each Icon may be linked to any interior page of the website or to any external Web page and may be activated/ de-activated by the Client via the Site Administration at any time. The number of Icons within the Film Strip that will appear at one time (without arrowing backward or forward) will depend on the width capacity and the professional judgment of the graphic designer.

Standard Notifications

A Notifications Banner that can post up to 3 notices will appear above the homepage banner, client can turn off the banner when not needed.

Design Process

The Responsive design service with upgrades is a 2 draft, 2 revision process whereby the GovOffice Design Team will create up to three drafts that reflect the goals and objectives shared by the Client during the initial interview but are within the deliverables as described above. When ready, the drafts will be submitted to the Client for evaluation. Upon selection of the preferred draft (1 out of the 3) by the Client, GovOffice will further develop it with up to three rounds of revision before asking for final approval.

Navigation Analysis & Restructure

A Content Specialist will analyze the entire site navigation menu and then organize and label up to 200 pages according to best practices of information architecture, Web design and usability. The end result will be an attractive, well organized website that ensures site visitors will quickly and easily find the information they need.

First the Client will be asked to purge any dated section, sub-section, and content such as text, uploaded images, items, sidebars, and related links from the website in order to streamline the project. Then the entire navigation menu of the Client's current, live website will be analyzed. Next, a test site with a proposed navigation restructure mock-up will be created and shared with the Client. The Client will be encouraged to submit feedback after the initial mockup, and GovOffice will subsequently make revisions. These exchanges will continue until the navigation menu on the test site meets the Client's approval. Upon approval, the navigation menu restructure as shown on the test site will be built on the live website.

Homepage Makeover Included – No Fee

The Homepage Makeover is performed by a Content Specialist and includes the following:

- Upload and linking of Quick Links Icons to the Enhanced Film Strip
- Incorporation of up to 5 images to the Auto Image Slider and setup Carousel feature
- Adding Promotions to display news, events, calendars, etc. in a visually appealing way
- Adding Sidebars to display related links, text, and images

Guarantees

1. No content—text, images, documents, and the like—that resides on the Client's existing website will be lost in the transition from the current design to the new design.
2. The Client will continue to have the ability to edit the contents of its website during and after the custom graphic Web design process.
3. The current Web site will not be offline or *under construction* during the custom design development process.
4. The amount of the Client's Annual Service Package (for website hosting, maintenance of servers, toll-free technical support, etc.) will not increase as result of implementation of the new, customized Web design.

Timeline: While GovOffice strives to complete each Client's custom design project as efficiently as possible, we do not guarantee the deployment ("go-live") of a custom design by or on a specified date.



CONTRACT CITY REPORT

CITY OF DALTON

JUNE 2018

SERVICE HOURS	MONTH	YTD
PATROL DIVISION		
Patrol Deputies (Including Sergeants)	254.5	1,695.5
District Deputies	0.3	21.8
Animal Control Section	12.0	52.0
Community Service Section	6.5	104.0
TOTAL PATROL DIVISION	273.3	1,873.3
DETECTIVE DIVISION	58.0	287.5
TOTAL SERVICE HOURS	331.3	2,160.8
TOTAL C.O.P.P.S HOURS	0.0	16.0
TOTAL SCLP HOURS	0.0	4.0

ACTIVITY

Law Enforcement Calls	109	721.0
Accidents	3	9.0
Traffic Citations	9	179.0
Total Reports	10	50.0
Arrests	0	7.0

Respectfully Submitted,
 Benton Wolfinger, Sheriff

